



FAIRFAX COUNTY PARK AUTHORITY



M E M O R A N D U M

TO: Chairman and Members
Park Authority Board

VIA: Kirk W. Kincannon, Director

FROM: Diane Roteman, Manager
Human Capital and Development Services

DATE: June 2, 2016

Agenda

**Diversity and Succession Committee
Wednesday, June 8, 2016 – 6:30 p.m.**

Boardroom – Herrity Building

Chairman: Edward R. Batten, Sr.

Vice Chair: Faisal Khan

Members: Grace Han Wolf; Linwood Gorham; Anthony J. Vellucci

1. Diversity and Succession Report Update – Information*

*Enclosures



If accommodations and/or alternative formats are needed, please call (703) 324-8563. TTY (703) 803-3354

Committee Agenda Item
June 8, 2016

INFORMATION (with presentation)

Diversity and Succession Program Review

Staff will present the County's and Park Authority's succession and diversity programs and services, and provide an overview of the Park Authority's staffing trends, age profile, retirement eligibility and diversity.

ENCLOSED DOCUMENTS:

None

STAFF:

Kirk Kincannon, Director

Sara Baldwin, Deputy Director/COO

Aimee L. Vosper, Deputy Director/CBD

Diane Roteman, Manager, Human Capital and Development Services

Diversity and Succession Program Update



Fairfax County Park Authority
Diversity and Succession Committee

What is in place to guide FCPA?

- Federal and State Laws
- Memorandum of Understanding
- FFX County Personnel Regulations
- FFX County Annual Diversity Plan
- Federal, State and Local Laws and Regulations
- Strategic Plan
- FCPA Policy 208 - Sustainable Management
- FCPA Values
- Accreditation Standards



FCPA Diversity

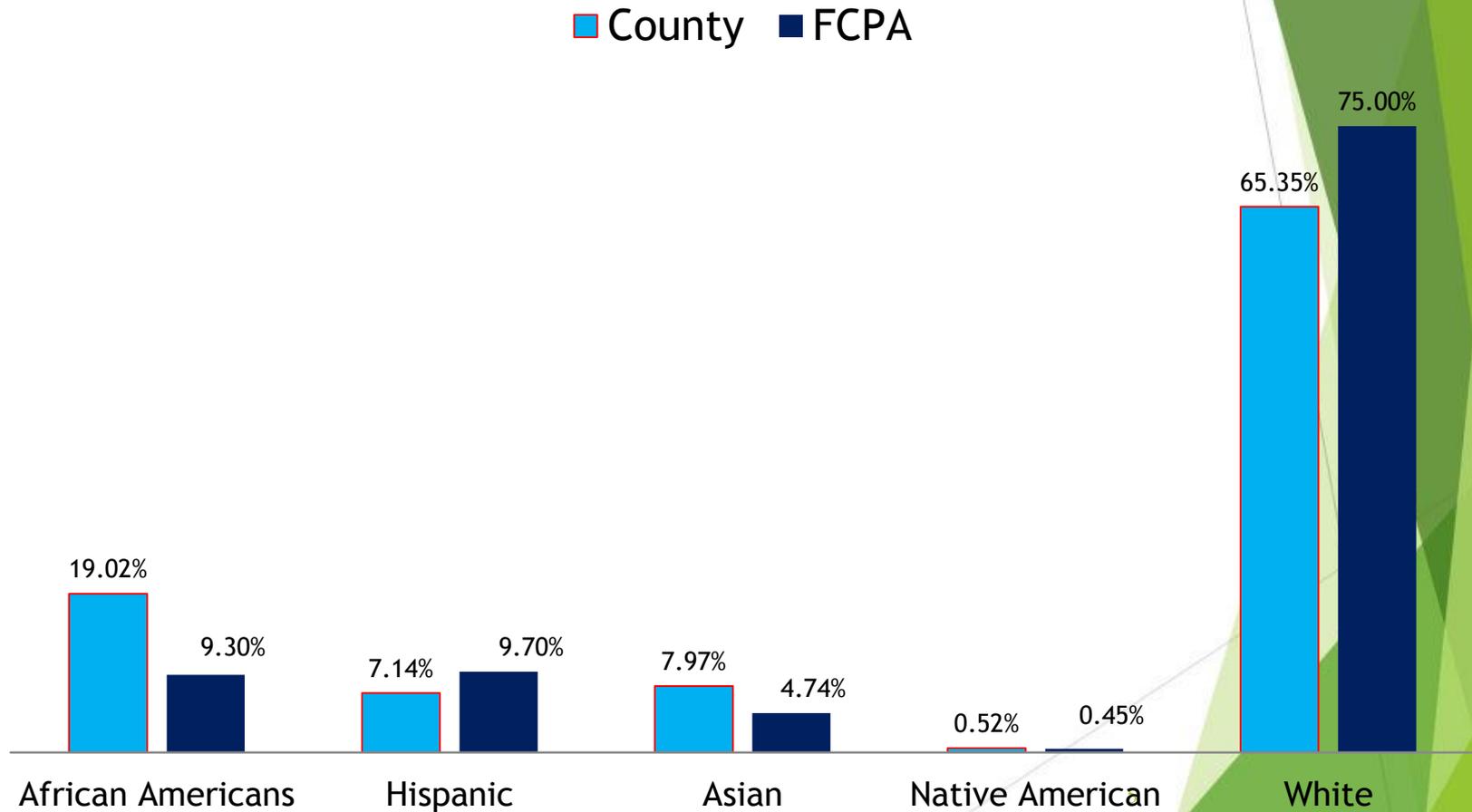


FCPA Continuing Diversity Initiatives

- ▶ Advertised, recruited, and hired for vacant positions per County policy
- ▶ Continued recruitment efforts in minority communities in cooperation and coordination with DHR Employment
- ▶ Participated in agency and county-wide cultural activities
- ▶ Proactively extended programs and services to residents who may be underserved in the community
- ▶ Ongoing compilation of program and customer survey data
- ▶ Supervisory staff attended required diversity, ADA, Sexual harassment, EEO for Managers, Diversity in the Workplace, and customer service training
- ▶ Incorporated diversity measure and projects into five year strategic plan
- ▶ Ongoing completion of ADA projects per the DOJ settlement



FFX County Workforce vs. FCPA



FCPA Initiatives for upcoming fiscal year

- ▶ Communicate agency diversity policy, initiatives, and provide a forum for diversity discussions, education and commitment
- ▶ LT meeting agenda that includes topics and discussion items that address the Park Authority's diversity initiatives, and training
- ▶ Park Authority MOU with Fairfax County ensures that all of our jobs are advertised with over 200 job posting sites that specifically target Diversity network sites and local-community newspapers.
- ▶ County-wide mandatory and Agency internal trainings that address the topics of diversity in the workplace, EEO laws and regulations, and Respect in the Workplace

FCPA Succession

Succession Management Tools

- ▶ Cross- training
- ▶ Temporary Acting Capacity Promotions
- ▶ Job Shadowing
- ▶ Realistic Job Preview
- ▶ Mentoring
- ▶ Work Force Planning (Bi-Annual)
- ▶ Performance Management/Career Management Plans
- ▶ Knowledge Transfer Plans
- ▶ Updated Position Description (every 2 years)

FCPA Development Tools

- ▶ Position Descriptions for all Merit Positions
- ▶ New Employee Onboarding
- ▶ Workforce Planning
- ▶ Volunteer Program
- ▶ Performance Evaluations (annually)
- ▶ Succession Planning
- ▶ Internal Training and County provided training
- ▶ External Training through Professional Organizations
- ▶ Under-fill Promotions
- ▶ Non-merit to Merit Promotions
- ▶ Internal Promotions
- ▶ Intern Program



Performance Management

- ▶ Annual Performance Evaluations based on County-wide competencies, leadership and job-specific elements
- ▶ Performance Evaluations are development-centered; emphasizes coaching, development discussions, and activities throughout the review cycle to assist in the success and retention of employees
- ▶ Focus on ensuring employees have the right skills and knowledge for the right job
- ▶ Performance Evaluation forms for different levels of positions
- ▶ Career Management Plans - a positive and pro-active resource that promotes lifelong learning and an organizational commitment to employee development.
- ▶ Succession Management guidance and resources from County Department of Organizational Development and Training. (DHR)



FCPA Continuing Succession Initiatives

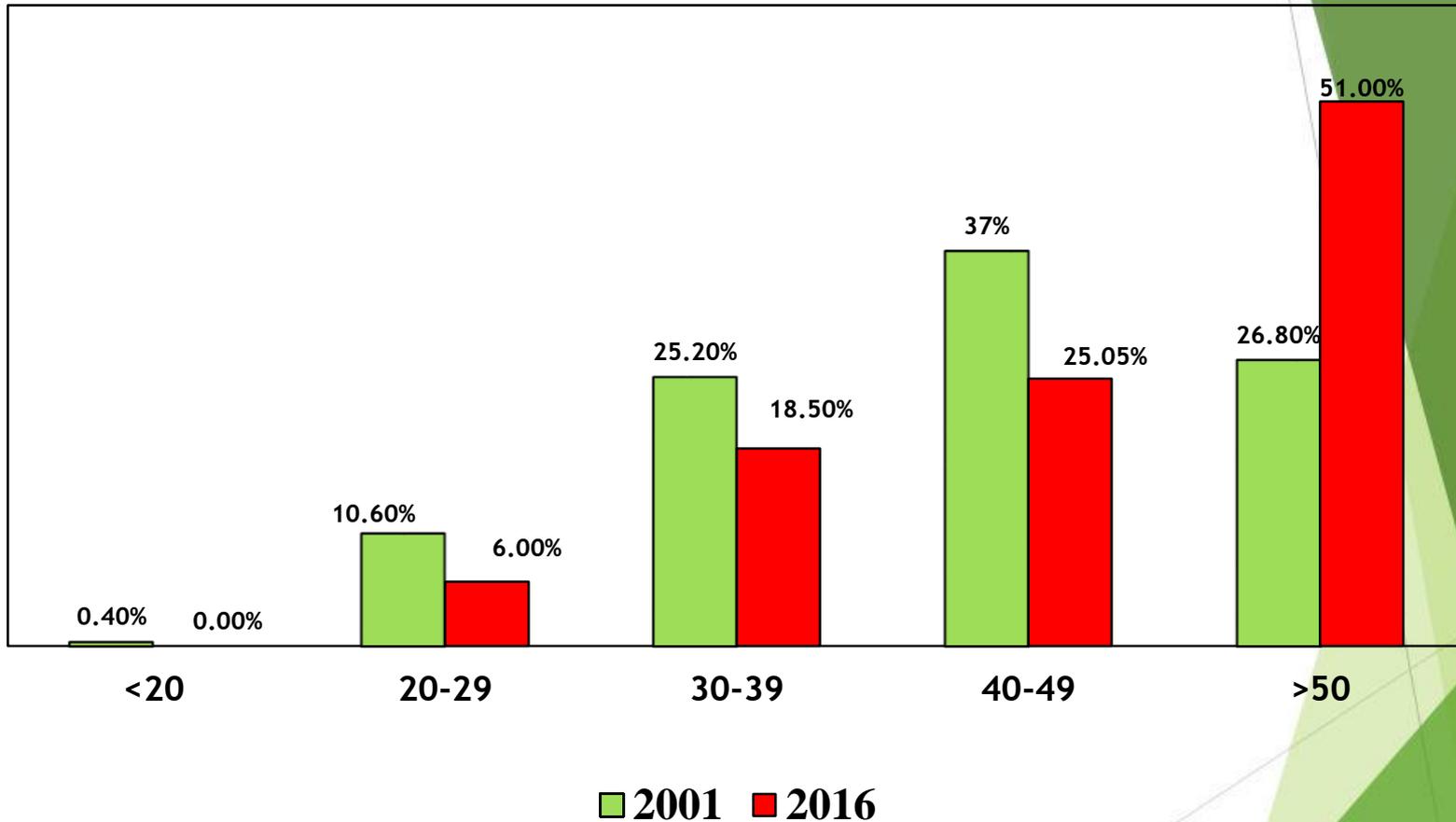
- Structured and unstructured on-the-job training and cross-training
- Leadership communications and staff meetings with Director
- Promoted professional certification or licensure programs (CPRP)
- Participated in professional industry networks
- Job enrichment initiatives(serving on project teams, participating in agency-wide committees)
- Employee development initiatives
- On-boarding activities for new employees (County Orientation, Park Authority on-boarding, seasonal orientation)



FCPA Continuing Succession Initiatives (cont'd)

- ▶ Expand Realistic Job Previews for upcoming recruitments
- ▶ Pursue staff memberships and certifications to additional associations and organizations
- ▶ Utilizing workforce planning initiatives strategically and evaluating future needs for positions
- ▶ Promote more cross-training initiatives throughout the Agency
- ▶ Utilizing the County Performance Management and Career Management tools and resources
- ▶ Continued communications about training opportunities both internal (County) and external resources

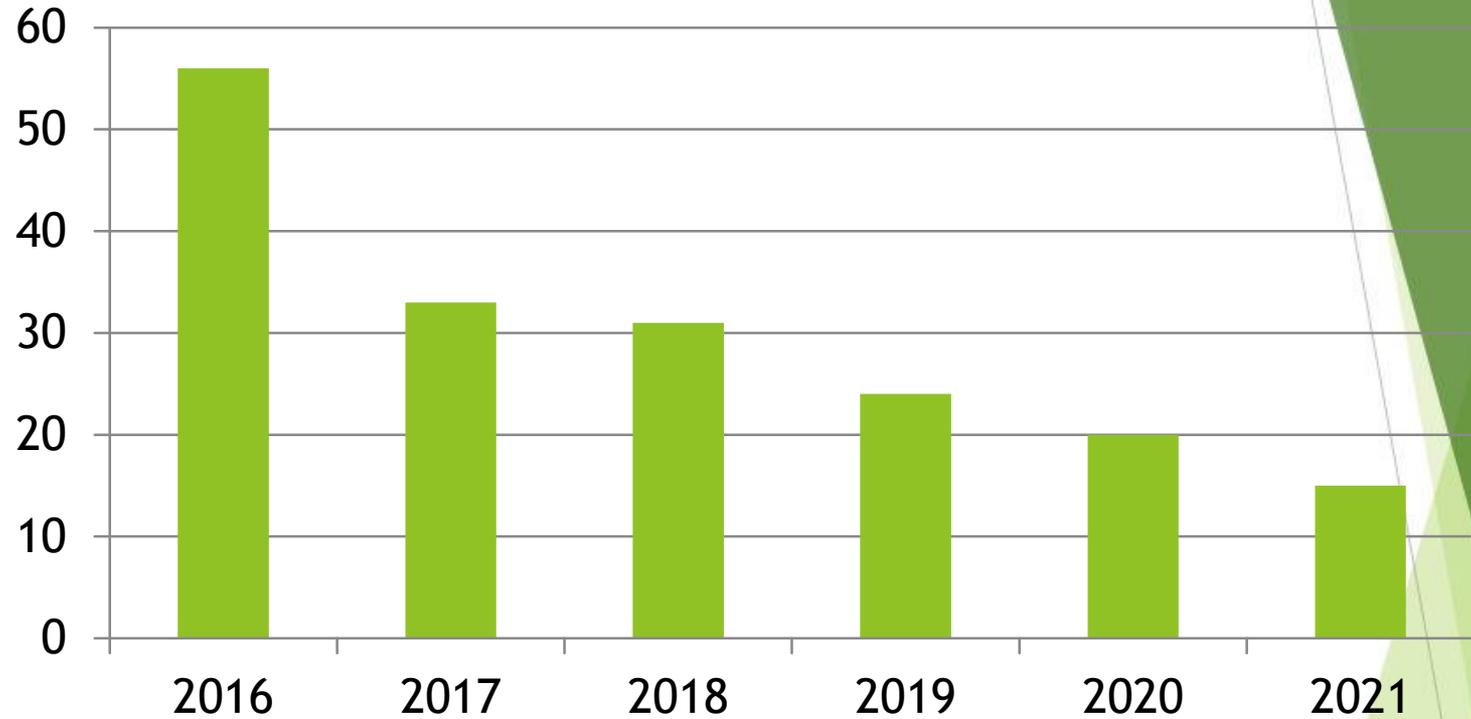
Merit Staff Age Profile



Retirement Eligibility

- ❖ Calendar year 2016:
 - ▶ 56 employees are eligible to retire
- ❖ Calendar year 2017:
 - ▶ 33 employees are eligible to retire
- ❖ Calendar year 2018
 - ▶ 31 employees are eligible to retire
- ❖ Calendar year 2019
 - ▶ 24 employees are eligible to retire
- ❖ Calendar year 2020
 - ▶ 20 employees are eligible to retire
- ▶ Calendar year 2021
 - ▶ 15 employees are eligible to retire

Retirement Eligibility



39% of FCPA workforce is eligible to retire in the next five years.

DROP Enrollees Retiring

(Deferred Retirement Option Program)

- ▶ **Calendar year 2016:**
 - ▶ 10 enrollees
- ▶ **Calendar year 2017:**
 - ▶ 18 enrollees
- ▶ **Calendar year 2018:**
 - ▶ 12 enrollees



Internal Promotions & New Hires from Outside the Fairfax County Governmental System

Internal Promotions FY15 & FY16 YTD

- ▶ FY15 - 34
- ▶ FY16 YTD - 38

New hires from outside FFX Government

- ▶ FY15 - 6
- ▶ FY16 YTD - 11

*These numbers include seasonal promotions into Merit full-time positions



FCPA Keys to Diversity & Succession

- ▶ Greater awareness has been made at all levels of the Park Authority with regards to diversity and succession management.
- ▶ FCPA leadership remains actively involved in the development the workforce for continued excellence.
- ▶ We will continue to find opportunities to engage and represent the diverse community we serve

Diversity & Succession Committee

